

**CITY OF MILPITAS**

EFFECTIVE: June 1985

REVISED: 10/04; 7/08

EEOC: Service

FLSA: Non-Exempt

UNIT: MEA

PHYSICAL: 2

**MAINTENANCE WORKER I / II**

**DEFINITION**

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of public facilities, including the areas of streets, utilities, parks, street trees, and/or street landscape.

**DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I: This is the entry-level class in the Maintenance Worker series, and is distinguished from level II by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that positions may have only limited work experience. Incumbents work under immediate supervision while learning job tasks, including the operation of applicable pieces of equipment and machinery.

Maintenance Worker II: This is the full journey level class of the Maintenance Worker series. The Maintenance Worker II class is distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully trained on the operation and maintenance of all commonly used equipment and machinery, and are thoroughly familiar with the operating procedures and policies of assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from level I.

**SUPERVISION RECEIVED AND EXERCISED**

Maintenance Worker I

- Receives immediate supervision from the Maintenance Supervisor and Maintenance Worker III. May receive technical supervision from positions assigned to the Maintenance Worker II class.
- Exercises no supervision.

Maintenance Worker II

- Receives general supervision from the Maintenance Supervisor and Maintenance Worker III.
- May exercise technical supervision over less experienced maintenance staff.

CITY OF MILPITAS  
Maintenance Worker I/II (Continued)

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Perform a variety of semi-skilled and skilled maintenance duties;
- Operate construction and maintenance equipment such as trucks, tractors, sweepers, lift trucks, and skip loaders for a variety of construction and maintenance operations involving the maintenance of either facilities, streets, utilities, parks and/or street landscape.
- Serve on Stand-by duty for afterhours and weekends, if assigned, after probationary period. (per MOU must be a MWII to receive stand-by assignment.)
- Perform emergency maintenance work as required.

When assigned to Streets:

- Grade road shoulders and dig ditches.
- Remove asphalt and replace with new road material.
- Paint centerlines, crosswalks, and other street markings.
- Maintain and install street name and regulatory signs.
- Set up traffic devices and barricades as necessary.
- Perform related duties as assigned.

When assigned to Utilities:

- Repair minor water and sewer line breaks.
- Dig ditches to lay and/or expose water and sewer lines; cut and replace damaged pipe.
- Perform minor plumbing and electrical repairs.
- Clean and remove blockages from sewer and storm drain lines.
- Operate, exercise, repair, or replace water valves.
- Install, repair, or replace fire hydrants, water meters, backflow devices, water main and service lines.
- Flush water distribution system.
- Collect water samples for analytical purposes.
- Respond to water quality complaints.
- Maintain records of system performance, maintenance, and repairs.
- Respond to after hour calls.
- Disinfect water mains and service lines after pressure reductions to 5 psi or below.
- Ensure that safety measures and practices are utilized at all times.
- Install meter boxes.
- Perform related duties as assigned.

When assigned to Parks, Street Trees, and/or Street Landscape:

- Plant, water, mow, and weed turf grass areas and athletic fields.
- Sweep and repair athletic facilities, including tennis courts and basketball courts
- Clean and repair picnic areas including BBQ facilities, tables and benches, and surfacing material.
- Clean, repair, secure and make accessible park bathroom facilities
- Plant, trim, fertilize, treat for pests and disease, remove and replace trees, shrubs and groundcover.

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### Maintenance Worker I/II (Continued)

- Install, troubleshoot and maintain irrigation systems, including central systems and weather stations.
- Inspect and repair park and playground equipment and fences as applicable.
- Manage invasive weed species through identification, manual removal, plant selection, and the use of pesticides and fertilizers.
- Maintain bicycle and pedestrian trails and park pathways including surface repair, regulatory and informational sign maintenance, plant maintenance and litter removal.
- Clean sidewalks, paint sound walls, and maintain pedestrian and athletic lighting, including monitoring and repair
- Observe safety standards for the proper use of traffic control devices when working in a public street.
- Perform related duties as assigned.

#### When assigned to Facilities:

- When assigned to pools or landscape crew, perform a variety of duties to maintain and repair city buildings, structures and their attendant equipment including carpentry, cleaning, painting, lock-smith, plumbing, electrical control systems, HVAC systems, read blue prints, build and assemble furnishings.
- Balance and maintain proper aquatic chemistry; monitor/adjust equipment controllers, filtration equipment; calibrate chemical probes; maintain/repair filters, pumps, motors, lines, tanks; maintain and ensure all aspects of the Civic Center pond and Sports Center pool operations; meet state and federal health code standards.
- Plant, water, mow and trim lawns; trim, prune and spray trees; install and/or maintain sprinkler systems; apply chemicals and fertilizers.
- Provide training and assist Facilities Maintenance Worker III in preparing and coordination of work, maintaining supplies and monitoring of work performed by contractors.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Maintenance Worker I

#### **Knowledge of:**

- Uses and purposes of general construction tools and equipment.
- Safe work practices.

#### **Ability to:**

- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Perform heavy manual labor.
- Understand and carry out oral and written directions.

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Maintenance Worker I/II (Continued)

Maintenance Worker II - In addition to the qualifications for Maintenance Worker I:

**Knowledge of:**

- City policies and procedures in assigned area of public facility maintenance.
- The operational characteristics of mechanical equipment used in the construction and maintenance of public facilities in the areas of streets, utilities, parks, and landscape maintenance.
- Procedures and techniques relative to assigned areas of responsibility.
- Purposes and uses of a variety of vehicles, equipment, power tools, and hand tools, including motorized, pneumatic, and hydraulic equipment.
- Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.
- Application of pesticides and herbicides.

**Ability to:**

- Provide training and guidance to less experienced personnel.
- Perform skilled maintenance, construction, and repair work in assigned area of responsibility.
- Operate a variety of vehicles and equipment in a knowledgeable, safe, and effective manner.
- Use and operate required hand tools, mechanical equipment, and power tools in a knowledgeable, safe, and efficient manner.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Establish effective work relationships with City staff and the general public.

**EDUCATION AND EXPERIENCE**

**Education:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Maintenance Worker I: None required.

Maintenance Worker II: One year of responsible experience in the maintenance and repair of public facilities including the areas of streets, utilities, parks and/or street landscape maintenance, comparable to that of a Maintenance Worker I in the City of Milpitas.

**LICENSE OR CERTIFICATE**

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License; Class B with a Tanker endorsement within 11 months of appointment.

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Maintenance Worker I/II (Continued)

- ***When assigned to the Utilities Section:*** must meet and maintain State of California water distribution operator D3 certification requirements within 24 months of appointment.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

- Physical exam and drug and alcohol screening.
- Visual Requirements: Discern colors
- Auditory Requirements: 100-decibel hearing

Work is mainly performed outdoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight throughout the day and occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year; exposure to confined spaces, hazardous waste, sewage, chemicals, herbicides, and pesticides; ability to walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

Approved By:

\_\_\_\_\_  
City Manager

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Date

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Human Resources Director

\_\_\_\_\_  
Date